

**PROVINCIAL ADMINISTRATION: GAUTENG  
DEPARTMENT OF HEALTH**

**OTHER POSTS**

- POST 15/17** : **HEAD: CLINICAL DEPARTMENT/PROFESSOR/ASSOCIATE PROFESSOR/SENIOR LECTURER**  
Directorate: Orthodontics
- SALARY CENTRE REQUIREMENTS** : R2 161 416 – R2 508 414 per annum (All-inclusive package)  
: University of Pretoria Oral Health Centre  
: BChD or equivalent as well as an MChD/MDent degree in Orthodontics. Current registration with the Health Professions Council of South Africa as a Specialist in Orthodontics. Minimum of three (3) years of clinical experience as a Specialist Orthodontics, with a minimum of three (3) years' experience in the following: undergraduate dental education, postgraduate teaching and training including specialty and non-specialty programs and postgraduate research supervision. A proven record of managerial experience and research activity with at least 5 publications. A good professional standing among peers in the field. The possession of a PhD in the field of Orthodontics will be an added advantage.
- DUTIES** : The incumbent will be responsible for the management of the Department of Orthodontics as well as other functions that include, inter alia, the undergraduate and postgraduate teaching programmes, monitoring of services rendered to the hospital patients in this discipline and stimulation and expansion of research in the department and the school through collaborations.
- ENQUIRIES** : Prof SL Shangase Tel No: (012) 319 2327/2225 or Mrs Ina Swart Tel No: (012) 301 5705
- APPLICATIONS** : Quoting the relevant reference number. Direct applications to Mrs. I Swart, Human Resources Management at Louis Botha A Building, Room 1-28, Dr Savage Road, Riviera, Pretoria or mail to PO Box 1266, Pretoria, 0001, Tel No: (012) 301 5705.
- NOTE** : Kindly attach certified copies of your qualifications. Identity book, Curriculum Vitae, HPCSA Registration and Z83 must be attached. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful.
- CLOSING DATE** : 26 June 2020
- POST 15/18** : **HEAD CLINICAL UNIT (DENTAL) GRADE 1**  
Directorate: Maxillo-Facial and Oral Surgery
- SALARY CENTRE REQUIREMENTS** : R1 728 807 per annum (inclusive package) excluding Commuted Overtime  
: Wits Oral Health Centre  
: Registration with the HPCSA as Dental Specialist in MaxilloFacial and Oral Surgery. A minimum of 3 years appropriate experience as a Dental Specialist after registration with the HPCSA as a Dental Specialist. The following are added advantages: teaching at undergraduate and postgraduate levels, Supervision or co-supervision of postgraduate research projects. Good standing in the profession and experience in management and supervision of junior staff members.
- DUTIES** : To manage and direct the activities of the department including education and training of under and post graduates, service rendering for referred cases. To conduct and publish research and to supervise others in research. Report to the HOD of MaxilloFacial and Oral Surgery.
- ENQUIRIES** : HR Manager- Mr. P.F Monama Tel No: (011) 481- 2099  
Pulankana.Monama@gauteng.gov.za
- APPLICATIONS** : Z83 applications must be sent to Wits Oral Health Centre, Private Bag X 15 Braamfontein 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke Johannesburg Academic Hospital, Area 385 Block 3 (Orange Block)

		HR Office Room 9/10, Parktown. No faxed/E-mailed applications will be accepted.
<b><u>NOTE</u></b>	:	Applicants to attach certified copies (date of certification not older than six (6) months) of all the necessary documents (qualifications) to the application including a valid identity document, CV with at least three (3) referees, relevant certificates, current proof of HPCSA. Applications without proof of the necessary documents will be disqualified.
<b><u>CLOSING DATE</u></b>	:	26 June 2020
<b><u>POST 15/19</u></b>	:	<b><u>REGISTRAR</u></b> Directorate: Oral Pathology
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R821 205 – R858 711 per annum (All-inclusive package) University of Pretoria Oral Health Centre
	:	Applicants must be in possession of a BChD degree or equivalent qualification and be registered as a dentist in the category independent practice with the HPCSA. A relevant qualification with a teaching experience will be an added advantage. A proven interest in Oral Pathology will be an additional advantage.
<b><u>DUTIES</u></b>	:	The successful candidate will, in addition to the responsibilities and requirements necessary for the completion of the MChD degree in Oral Pathology, also participate in the teaching activities of the Department of Oral Pathology and Oral Biology.
<b><u>ENQUIRIES</u></b>	:	Prof SL Shangase Tel No: (012) 319 2327/2225 OR Mrs Ina Swart Tel No: (012) 301 5705
<b><u>APPLICATIONS</u></b>	:	Quoting the relevant reference number. Direct applications to Ms. Ina Swart, Human Resources Management at Louis Botha A Building, Room 1.28, Dr Savage Road, Riviera, Pretoria or mail to PO Box 1266, Pretoria, 0001, Tel No: (012) 301 5705.
<b><u>NOTE</u></b>	:	Kindly attach certified copies of your qualifications. Identity book, Curriculum Vitae, HPCSA Registration and Z83 must be attached. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful.
<b><u>CLOSING DATE</u></b>	:	26 June 2020
<b><u>POST 15/20</u></b>	:	<b><u>DEPUTY DIRECTOR: ADMINISTRATION</u></b> Directorate: Administration
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R733 257 – R863 748 per annum (All-inclusive package) University of Pretoria Oral Health Centre
	:	An appropriate tertiary qualification plus a minimum five (5) years relevant work and supervisory experience or grade 12 or equivalent plus more than 10 years relevant work and supervisory experience. The person to be appointed should have the following general abilities: Ability to lead and give direction to a team. Competency in effective communication (verbal and written). Problem solving, planning, organizing, administrative and interpersonal relations skills. Computer literacy in Microsoft Office, (Word, Excel and Power Point). Knowledge and understanding of Human Resource, Financial, Supply Chain and Administrative policies, directives and procedures.
<b><u>DUTIES</u></b>	:	The person to be appointed will conduct the following duties: Serve as a Head of Administration. Provide expert advice on procedural and policy matters. Overhead management of Finance, including the institutional budget, expenditure and revenue. Overhead management of the supply chain within the including Procurement, Provision Administration, Asset and Transport. Monitor and control all functions in Human Resources, including staff training and development (Personnel Management and Development System) PMDS, Employment Assistance Programme (EAP) and Labour Relations matters. Overhead management of all Patient Administration related matters and Administrative Support Services. Contribute to strategic planning regarding operational matters in the institution. Perform specialist administrative tasks. Policy development. Completion of management reports.
<b><u>ENQUIRIES</u></b>	:	Prof SL Shangase Tel No: (012) 301 2327/2225 or Mrs Ina Swart Tel No: (012) 301 5705

- APPLICATIONS** : Quoting the relevant reference number. Direct applications to Ms Ina Swart, Human Resources Management at Louis Botha A Building, Room 1-28, Dr Savage Road, Riviera, Pretoria or mail to PO Box 1266, Pretoria, 0001, Tel No: (012) 301 5713.
- NOTE** : Kindly attach certified copies of your qualifications. Identity book, Curriculum Vitae, and Z83 must be attached. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful.
- CLOSING DATE** : 26 June 2020
- POST 15/21** : **ASSISTANT MANAGER NURSING SPECIALTY PNB4 MATERNITY REF NO: TMRH-AMNS-01 (X1 POST)**  
Directorate: Nursing
- SALARY** : R614 991 – R692 166 per annum (plus benefits)
- CENTRE** : Thelle Mogoerane Regional Hospital
- REQUIREMENTS** : Diploma/degree in nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Current registration with SANC as a Professional Nurse. A post basic qualification in Nursing Administration, Advanced Midwifery Nursing Science. A qualification in Nursing Education will be an added advantage. A minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post basic qualification. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing Act, Health Act, OHS Act, Patient Rights Charter, Batho-Pele principles, Public Service regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, etc. Skills: Leadership, organizational, decision making and problem-solving abilities within the limit of the public sector and institutional policy framework. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining to nursing care. Computer skills in basic programs. Personal: Responsiveness, Pro-activeness, Professionalism, Accuracy, Flexibility, Initiative, Co-operation, Team player, Supportive, Assertive. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements).
- DUTIES** : Ensure effective management of quality nursing service. Co-ordinate of optimal, holistic specialized nursing care provided within set standard and professional/legal framework. Manage effectively the utilization and supervision of resources, provision of effective support to nursing services. Maintain professional growth/ethical standards and self-development mentoring of Operational Managers. Maintain, manage PMDS of subordinates, ensure effective communication within the health setting, ensure optimal utilization of personnel in the unit, develop SOPs and protocol for the department, ability to deal with conflict and knowledge of DOH policies, ensure that the National Core Standards are maintained and upheld. Manage the Human Resource in the department and ensure skilling and quality care in the department, manage the department efficiently and cost effectively. Coordination of optimal, holistic specialized nursing care provided within set standards and a professional/legal framework. Manage effectively the utilization and supervision of resources. Coordination of the provision of effective training and research. Maintain professional growth/ethical standards and self-development.
- ENQUIRIES** : Ms. M.R.E. Damane Tel No: (011) 891 7299
- APPLICATIONS** : Applications should be submitted to Thelle Mogoerane Regional Hospital, 12390, Nguza Street, ext. 14, Vosloorus, 1475, 1<sup>st</sup> Floor Main Entrance (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451.

- NOTE** : The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillanceas required in the HBA, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications (not older than 3 months). Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment/fill the post. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Thelle Mogoerane Regional Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.
- CLOSING DATE** : 03 July 2020
- POST 15/22** : **OPERATIONAL MANAGER PAEDIATRIC/CHILD & CRITICAL CARE/TRAUMA NURSING PNB3 REF NO: TMRH-OMPCT-01 (X2 POSTS)**  
Directorate: Nursing
- SALARY CENTRE REQUIREMENTS** : R562 800 – R633 432 per annum (plus benefits)  
: Thelle Mogoerane Regional Hospital  
: Basic R425 qualification (i.e. Diploma or Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Post basic nursing qualification with a duration of at least 1 year accredited with the SANC in a clinical specialty. A minimum of nine (9) years appropriate/recognizable experience in nursing after registration as a Professional Nurse and midwifery with the South African Nursing Council (SANC) in General Nursing and midwifery. At least five (5) years of the period referred to above must be appropriate/recognizable experience in a clinical specialty after obtaining the one (1) year post-basic qualification in Paediatric/Child & Critical Care/Trauma Nursing Science. Competencies/Knowledge/Skills: Knowledge of legal prescripts that regulate nursing and health services. Computer literacy i.e (Ms Word, Power Point). Ability to work independently and innovatively. Knowledge of nursing care processes and procedures, nursing strategy, nursing statutes, core standards and other relevant frameworks such as Nursing Act, OHS Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, etc. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into the procedures and policies pertaining to nursing care. Skills: Leadership, organizational, facilitation, presentation and decision-making skills. Problem solving skills within the limit of the public sector and institutional policy framework. Personal: Responsiveness, pro-activeness, professionalism, accuracy, flexibility, initiative, cooperation, team player, supportive, assertive. Applicant should be prepared to undergo medical surveillance as an inherit job requirement. Diploma in Administration will be an added advantage. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements).
- DUTIES** : To ensure safe and effective clinical nursing practice general and Orthopaedic Nursing. Ensure effective management of quality nursing service. Co-ordinate of optimal, holistic specialized nursing care provided within set standard and professional/legal framework. Manage effectively the utilization and supervision of resources, provision of effective support to nursing services. Maintain professional growth/ethical standards and self-development mentoring of Operational Managers. Ability and knowledge to carry out Orthopaedic Nursing procedures and management as per scope of practice. Ensure ongoing monitoring and evaluation of Orthopaedic services. Provision of quality Nursing care, assist team members with quality Assurance, morbidity and mortality reviews, monthly audits and development of clinical guidelines

and policies, do hospital calls. Maintain, manage PMDS of subordinates, ensure effective communication within the health setting, ensure optimal utilization of personnel in the unit, develop SOPs and protocol for the department, ability to deal with conflict and knowledge of DOH policies, ensure that the National Core Standards are maintained and upheld. Manage the Human Resource in the department and ensure skilling and quality care in the department, manage the department efficiently and cost effectively.

**ENQUIRIES**  
**APPLICATIONS**

: Ms. M.R.E. Damane Tel No: (011) 891 7299  
: Applications should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475, 1<sup>st</sup> Floor Main Entrance (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451.

**NOTE**

: The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillanceas required in the HBA, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications (not older than 3 months). Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment/fill the post. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Thelle Mogoerane Regional Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

**CLOSING DATE**

: 03 July 2020

**POST 15/23**

: **LECTURER PND 1/2 PROFESSIONAL NURSE: STUDENT AFFAIRS**  
**PROFESSIONAL OFFICER REF NO: SAPO/06/2020 (X2 POSTS)**

**SALARY**

: PND1: R383 226 - R444 276 per annum (plus benefits)  
: PND2: R471 333 - R614 991 per annum (plus benefits)

**CENTRE**  
**REQUIREMENTS**

: Rahima Moosa Nursing Campus  
: PND1 minimum of 4 years appropriate/recognizable Nursing experience after registration as a Professional Nurse. PND2 minimum of 14 years appropriate/recognizable nursing experience after being registered as a Professional Nurse; at least 10 years of the period must be appropriate experience in Nursing Education. Registered with the SANC as a General Nurse and Midwife, Diploma in any SANC R.212 programme, Degree in Nursing Education and Administration. Experience as a Student Affairs Professional Officer would be an advantage. Applicable Master's degree will be an advantage. A code 8 drivers' license. Proof of computer literacy is required: Word, PowerPoint and Excel. Good computer skills required. Post is allocated at Rahima Moosa Nursing Campus. The successful candidate will be subject to a Medical surveillance.

**DUTIES**

: Develop and maintain relevant documents for the management of students theoretical and clinical teaching and learning according to legislative requirements. Provide quality, effective, up to date management of Student Affairs matters related to recruitment and selection of students. Manage the record keeping of all student matters pertaining to their education and training programmes. Collaborate with all stakeholders and build sound relationships within the college as well as with all stakeholders. Supervise administrative staff. Monitor and evaluate student progress. Communication with the SANC, DHET, CHE and GCON regarding all student matters. Submit relevant documents and statistics. Assist with planning and implementation of graduation. Develop and update student policies/ guides, develop and coordinate block programmes and allocation of classrooms, plan of orientation programmes and implementation thereof, preparation for and management of the processes of formative and summative theoretical assessments,

		preparation of invigilation lists. Knowledgeable regarding current health policies and priorities as well as current issues in Nursing Education. Knowledgeable regarding content of Post Basic Regulations/Acts and recent developments in the field of student affairs. Effective and efficient utilization of electronic technology. Implement appropriate problem-solving strategies. Participation in professional activities. Participate in continuing education and Research activities. Adhere to the Code of Conduct including dress code.
<b><u>ENQUIRIES</u></b>	:	Mrs. S. Matlala Tel No: (011) 247- 3320-3300
<b><u>APPLICATIONS</u></b>	:	All applications must be hand delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, Coronationville or posted to Rahima Moosa Nursing College, Private Bag x 116, Melville, 2109, Human Resource Department.
<b><u>NOTE</u></b>	:	State all your competencies, training and knowledge in your C.V. Certification stamp must not be over three months on the day of submitting the application. Driver's license and smart card must be copied both sides. Employment history must reflect the complete calendar date (e.g. 01 April 2017) on the C.V. The successful candidates will be subjected to security clearance processes (citizenship, criminal records and financial records) and the verification of educational qualifications certificates. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after the closing date will not be considered.
<b><u>CLOSING DATE</u></b>	:	26 June 2020
<b><u>POST 15/24</u></b>	:	<b><u>LECTURER PND 1/2 PROFESSIONAL NURSE: CHILD NURSING SCIENCE REF NO: LCN/06/2020 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	PND1: R383 226 - R444 276 per annum (plus benefits) PND2: R471 333 - R614 991 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Rahima Moosa Campus
<b><u>REQUIREMENTS</u></b>	:	PND1 minimum of 4 years appropriate/recognizable Nursing experience after registration as a Professional Nurse. PND2 minimum of 14 years appropriate and recognizable nursing experience after registration as a Professional Nurse. At least 10 years of the period must be appropriate experience in Nursing Education. Registered with SANC as a General Nurse and Midwife, Degree in Nursing Education and Administration, Diploma in Child Nursing Science and a degree in Nursing Education. Minimum of 2 years appropriate experience in Child Nursing Science with a track record of transferability of the post applied for. A code 8 drivers' license. Proof of computer literacy is required: Computer literacy (Word, PowerPoint, Excel,). Post is allocated at Rahima Moosa Nursing Campus. The successful candidate will be subject to a Medical surveillance. Applicable Master's degree will be an advantage.
<b><u>DUTIES</u></b>	:	The officer should be able to: develop and review curricula and program documents, plan and manage academic programs, be capable of employing a variety of teaching and learning strategies to reach the required programme outcomes, develop policies, develop clinical tools, implement PMDS for post basic students where applicable, develop, review and evaluate policies and circulars, implement clinical support and assessment strategies to determine learner competence in the clinical area, record –keeping, accompany learners in clinical areas affiliated to the college. Keep abreast of current trends in nursing, nursing education and applicable legislation. Effective and efficient utilization of electronic technology. Implement appropriate problem-solving strategies. Participation in professional activities. Participate in continuing education and Research activities. Adhere to the Code of Conduct including dress code. Be knowledgeable about current nursing education legislation i.e. SANC, CHE, DHET.
<b><u>ENQUIRIES</u></b>	:	Mrs. N. Buthelezi Tel No: (011) 247- 3304-3300
<b><u>APPLICATIONS</u></b>	:	All applications must be delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, Coronationville, Private Bag x116, Melville, 2109, Human Resource Department.
<b><u>NOTE</u></b>	:	State all your competencies, training and knowledge in your C.V. Certification stamp must not be over three months on the day of submitting the application. Driver's license and smart card must be copied both sides. Employment history must reflect the complete calendar date (e.g. 01 April 2017) on the C.V. The successful candidates will be subjected to security clearance processes

(citizenship, criminal records and financial records) and the verification of educational qualifications certificates. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after the closing date will not be considered.

- CLOSING DATE** : 26 June 2020
- POST 15/25** : **LECTURER PND 1/2 PROFESSIONAL NURSE: CRITICAL CARE NURSING SCIENCE REF NO: LCC/06/2020 (X1 POST)**
- SALARY** : PND1: R383 226 – R444 276 per annum (plus benefits)  
PND2: R471 333 – R614 991 per annum (plus benefits)
- CENTRE** : Rahima Moosa Nursing Campus
- REQUIREMENTS** : PND1 minimum of 4 years appropriate/recognizable Nursing experience after registration as a Professional Nurse. PND2 minimum of 14 years appropriate and recognizable nursing experience after registration as a Professional Nurse. At least 10 years of the period must be appropriate experience in Nursing Education. Registered with SANC as a General Nurse and Midwife, Diploma in Critical Care Nursing Science and a degree in Nursing Education. Minimum of 2 years appropriate experience in Critical Care Nursing Science with a track record of transferability of the post applied for. A code 8 drivers' license. Proof of computer literacy is required: Computer literacy (Word, PowerPoint, Excel,). Post is allocated at Rahima Moosa Nursing Campus. The successful candidate will be subject to a Medical surveillance. Applicable Master's degree will be an advantage.
- DUTIES** : The officer should be able to: develop and review curricula and program documents, plan and manage academic programs, be capable of employing a variety of teaching and learning strategies to reach the required programme outcomes, develop policies, develop clinical tools, implement PMDS for post basic students where applicable, develop, review and evaluate policies and circulars, implement clinical support and assessment strategies to determine learner competence in the clinical area, record –keeping, accompany learners in clinical areas affiliated to the college. Keep abreast of current trends in nursing, nursing education and applicable legislation.
- ENQUIRIES** : Ms. C. Isaacs Tel No: (011) 247- 3300
- APPLICATIONS** : All applications must be delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, Coronationville, Private Bag x116, Melville, 2109, Human Resource Department.
- NOTE** : State all your competencies, training and knowledge in your C.V. Certification stamp must not be over three months on the day of submitting the application. Driver's license and smart card must be copied both sides. Employment history must reflect the complete calendar date (e.g. 01 April 2017) on the C.V. The successful candidates will be subjected to security clearance processes (citizenship, criminal records and financial records) and the verification of educational qualifications certificates. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after the closing date will not be considered.
- CLOSING DATE** : 26 June 2020
- POST 15/26** : **LECTURER PND 1/2 PROFESSIONAL NURSE: NEPHROLOGY NURSING SCIENCE REF NO: LNP/06/2020 (X1 POST)**
- SALARY** : PND1: R383 226 - R444 276 per annum (plus benefits)  
PND2: R471 333 - R614 991 per annum (plus benefits)
- CENTRE** : Rahima Moosa Campus
- REQUIREMENTS** : PND1 minimum of 4 years appropriate/ recognizable Nursing experience after registration as a Professional Nurse. PND2 minimum of 14 years appropriate and recognizable nursing experience after registration as a Professional Nurse. At least 10 years of the period must be appropriate experience in Nursing Education. Minimum of 2 years appropriate experience in Nephrology Nursing Science Registered with SANC as a General Nurse and Midwife, Degree in Nursing Education and Administration, Diploma in Nephrology Nursing

Science and a degree in Nursing Education. A code 8 drivers' license. Proof of computer literacy is required: Computer literacy (Word, PowerPoint, Excel,). Post is allocated at Rahima Moosa Nursing Campus. The successful candidate will be subject to a Medical surveillance. Applicable Master's degree will be an advantage.

**DUTIES** : The officer should be able to: develop and review curricula and program documents, plan and manage academic programs, be capable of employing a variety of teaching and learning strategies to reach the required programme outcomes, develop policies, develop clinical tools, implement PMDS for post basic students where applicable, develop, review and evaluate policies and circulars, implement clinical support and assessment strategies to determine learner competence in the clinical area, record –keeping, accompany learners in clinical areas affiliated to the college. Keep abreast of current trends in nursing, nursing education and applicable legislation. Effective and efficient utilization of electronic technology. Implement appropriate problem-solving strategies. Participation in professional activities. Participate in continuing education and Research activities. Adhere to the Code of Conduct including dress code. Be knowledgeable about current nursing education legislation i.e. SANC, CHE, DHET.

**ENQUIRIES** : Mrs. C Isaacs Tel No: (011) 247- 3300  
**APPLICATIONS** : All applications must be delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, Coronationville, Private Bag x116, Melville, 2109, Human Resource Department.

**NOTE** : State all your competencies, training and knowledge in your C.V. Certification stamp must not be over three months on the day of submitting the application. Driver's license and smart card must be copied both sides. Employment history must reflect the complete calendar date (e.g. 01 April 2017) on the C.V. The successful candidates will be subjected to security clearance processes (citizenship, criminal records and financial records) and the verification of educational qualifications certificates. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after the closing date will not be considered.

**CLOSING DATE** : 26 June 2020

**POST 15/27** : **LECTURER PND 1/2 PROFESSIONAL NURSE: ONCOLOGY NURSING SCIENCE REF NO: ONC/01/2020 (X1 POST)**

**SALARY** : PND1: R383 226 - R444 276 per annum (plus benefits)  
 PND2: R471 333 - R614 991 per annum (plus benefits)

**CENTRE** : Rahima Moosa Campus  
**REQUIREMENTS** : PND1 minimum of 4 years appropriate/ recognizable Nursing experience after registered as Professional Nurse. PND2 minimum of 14 years appropriate/ recognizable nursing experience after registered as Professional Nurse; at least 10 years of the period must be appropriate experience in Nursing Education. Minimum of 2 years appropriate experience in Oncology Nursing Science, Registered with SANC as a General Nurse and Midwifery, Degree in Nursing Education and Administration, Diploma in Oncology Nursing Science. A code 8 drivers' license. Proof of computer is required: Computer literacy (Word, PowerPoint, Excel,). Post is allocated at Rahima Moosa Nursing Campus. The successful candidate will be subject to a Medical surveillance. Applicable Master's degree will be an advantage.

**DUTIES** : The officer should be able to: develop curricula, plan and manage academic programs, capable of employing a variety of teaching strategies to reach the required outcomes, develop policy, develop clinical tools, implement PMDS for post basic students where applicable, develop, review and evaluate policies and circulars, implement clinical assessment strategies to determine learner competence in the clinical area, record –keeping, accompany learners in clinical areas affiliated to the college. Keep abreast of current trends in nursing, training and applicable legislation. Effective and efficient utilization of electronic technology. Implement appropriate problem-solving strategies. Participation in professional activities. Participate in continuing education and Research activities. Adhere to the Code of Conduct including dress code. Be knowledgeable about current nursing education legislation i.e. SANC, CHE, DHET.



<b><u>ENQUIRIES APPLICATIONS</u></b>	:	N. Buthelezi Tel No: (011) 247- 3304-3300
	:	All applications must be delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, Coronationville 2093, Private Bag x116, Melville, 2109, Human Resource Department or apply online at
<b><u>NOTE</u></b>	:	State all your competencies, training and knowledge in your C.V. Certification stamp must not be over three months on the day of submitting the application. Driver's license and smart card must be copied both sides. Employment history must reflect the complete calendar date (e.g. 01 April 2017) on the C.V. The successful candidates will be subjected to security clearance processes (citizenship, criminal records and financial records) and the verification of educational qualifications certificates. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after the closing date will not be considered.
<b><u>CLOSING DATE</u></b>	:	26 June 2020
<b><u>POST 15/28</u></b>	:	<b><u>LECTURER PND 1/2 PROFESSIONAL NURSE: OPHTHALMOLOGY NURSING SCIENCE REF NO: LO/06/2020 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	PND1: R383 226 - R444 276 per annum (plus benefits) PND2: R 471 333 - R614 991 per annum (plus benefits)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Rahima Moosa Campus PND1 minimum of 4 years appropriate/ recognizable Nursing experience after registration as a Professional Nurse. PND2 minimum of 14 years appropriate and recognizable nursing experience after registration as a Professional Nurse. At least 10 years of the period must be appropriate experience in Nursing Education. Minimum of 2 years appropriate experience in Ophthalmology Nursing Science. Registered with SANC as a General Nurse and Midwife, Degree in Nursing Education and Administration, Diploma in Ophthalmology Nursing Science. A code 8 drivers' license. Proof of computer literacy is required: Computer literacy (Word, PowerPoint, Excel,). Post is allocated at Rahima Moosa Nursing Campus. The successful candidate will be subject to a Medical surveillance. Applicable Master's degree will be an advantage.
<b><u>DUTIES</u></b>	:	The officer should be able to: develop and review curricula and program documents, plan and manage academic programs, be capable of employing a variety of teaching and learning strategies to reach the required programme outcomes, develop policies, develop clinical tools, implement PMDS for post basic students where applicable, develop, review and evaluate policies and circulars, implement clinical support and assessment strategies to determine learner competence in the clinical area, record –keeping, accompany learners in clinical areas affiliated to the college. Keep abreast of current trends in nursing, nursing education and applicable legislation. Effective and efficient utilization of electronic technology. Implement appropriate problem-solving strategies. Participation in professional activities. Participate in continuing education and Research activities. Adhere to the Code of Conduct including dress code. Be knowledgeable about current nursing education legislation i.e. SANC, CHE, DHET.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms. N. Buthelezi Tel No: (011) 247- 3304-3300
	:	All applications must be delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, Coronationville, Private Bag x116, Melville, 2109, Human Resource Department.
<b><u>NOTE</u></b>	:	State all your competencies, training and knowledge in your C.V. Certification stamp must not be over three months on the day of submitting the application. Driver's license and smart card must be copied both sides. Employment history must reflect the complete calendar date (e.g. 01 April 2017) on the C.V. The successful candidates will be subjected to security clearance processes (citizenship, criminal records and financial records) and the verification of educational qualifications certificates. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after the closing date will not be considered.
<b><u>CLOSING DATE</u></b>	:	26 June 2020

**POST 15/29** : **LECTURER PND 1/2 PROFESSIONAL NURSE: ORTHOPEDICS NURSING SCIENCE REF NO: ORP/01/2020 (X1 POST)**

**SALARY** : PND1: R383 226 - R444 276 per annum (plus benefits)  
PND2: R471 333 - R614 991 per annum (plus benefits)

**CENTRE REQUIREMENTS** : Rahima Moosa Campus  
PND1 minimum of 4 years appropriate/ recognizable Nursing experience after registered as Professional Nurse. PND2 minimum of 14 years appropriate/ recognizable nursing experience after registered as Professional Nurse; at least 10 years of the period must be appropriate experience in Nursing Education. Minimum of 2 years appropriate experience in Orthopedics Nursing Science, Registered with SANC as a General Nurse and Midwifery, Degree in Nursing Education and Administration, Diploma in Orthopedics Nursing Science. A code 8 drivers' license. Proof of computer is required: Computer literacy (Word, PowerPoint, Excel,). Post is allocated at Rahima Moosa Nursing Campus. The successful candidate will be subject to a Medical surveillance. Applicable Master's degree will be an advantage.

**DUTIES** : The officer should be able to: develop curricula, plan and manage academic programs, capable of employing a variety of teaching strategies to reach the required outcomes, develop policy, develop clinical tools, implement PMDS for post basic students where applicable, develop, review and evaluate policies and circulars, implement clinical assessment strategies to determine learner competence in the clinical area, record –keeping, accompany students in clinical areas affiliated to the college. Keep abreast of current trends in nursing, training and applicable legislation. Effective and efficient utilization of electronic technology. Implement appropriate problem-solving strategies. Participation in professional activities. Participate in continuing education and Research activities. Adhere to the Code of Conduct including dress code. Be knowledgeable about current nursing education legislation i.e. SANC, CHE, DHET.

**ENQUIRIES** : Ms. N. Buthelezi Tel No: (011) 247- 3304-3300

**APPLICATIONS** : All applications must be delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, Coronationville, 2093, Human Resource Department.

**NOTE** : State all your competencies, training and knowledge in your C.V. Certification stamp must not be over three months on the day of submitting the application. Driver's license and smart card must be copied both sides. Employment history must reflect the complete calendar date (e.g. 01 April 2017) on the C.V. The successful candidates will be subjected to security clearance processes (citizenship, criminal records and financial records) and the verification of educational qualifications certificates. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after the closing date will not be considered.

**CLOSING DATE** : 26 June 2020

**POST 15/30** : **LECTURER PND 1/2PROFESSIONAL NURSE: MIDWIFERY AND NEONATAL NURSING SCIENCE REF NO: MI/06/2020 (X1 POST)**

**SALARY** : PND1: R383 226 - R444 276 per annum (plus benefits)  
PND2: R 471 333 - R614 991 per annum (plus benefits)

**CENTRE REQUIREMENTS** : Rahima Moosa Campus  
PND1 minimum of 4 years appropriate/ recognizable Nursing experience after registered as Professional Nurse. PND2 minimum of 14 years appropriate/ recognizable nursing experience after registered as Professional Nurse; at least 10 years of the period must be appropriate experience in Nursing Education. Minimum of 2 years appropriate experience in Midwifery and Neonatal Nursing Science, Registered with SANC as a General Nurse and Midwifery, Degree in Nursing Education and Administration, Diploma in Midwifery and Neonatal Nursing Science. A code 8 drivers' license. Proof of computer is required: Computer literacy (Word, PowerPoint, Excel,). Post is allocated at Rahima Moosa Nursing Campus. The successful candidate will be subject to a Medical surveillance. Applicable Master's degree will be an advantage.

**DUTIES** : The officer should be able to: develop curricula, plan and manage academic programs, capable of employing a variety of teaching strategies to reach the

required outcomes, develop policy, develop clinical tools, implement PMDS for post basic students where applicable, develop, review and evaluate policies and circulars, implement clinical assessment strategies to determine learner competence in the clinical area, record –keeping, accompany students in clinical areas affiliated to the college. Keep abreast of current trends in nursing, training and applicable legislation. Effective and efficient utilization of electronic technology. Implement appropriate problem-solving strategies. Participation in professional activities. Participate in continuing education and Research activities. Adhere to the Code of Conduct including dress code. Be knowledgeable about current nursing education legislation i.e. SANC, CHE, DHET.

**ENQUIRIES APPLICATIONS** : Ms. N. Buthelezi Tel No: (011) 247- 3304-3300  
 : All applications must be delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, Coronationville, 2093, Human Resource Department.  
**NOTE** : State all your competencies, training and knowledge in your C.V. Certification stamp must not be over three months on the day of submitting the application. Driver's license and smart card must be copied both sides. Employment history must reflect the complete calendar date (e.g. 01 April 2017) on the C.V. The successful candidates will be subjected to security clearance processes (citizenship, criminal records and financial records) and the verification of educational qualifications certificates. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after the closing date will not be considered.  
**CLOSING DATE** : 26 June 2020

**POST 15/31** : **HUMAN RESOURCE CLERK REF NO: HRC/06/2020**  
 Directorate: Administration and Support Service

**SALARY CENTRE REQUIREMENTS** : R173 703 per annum (plus benefits)  
 : Rahima Moosa Nursing College  
 : A Grade 12 with a minimum of 1-2 years' relevant experience in Human Resource Management. Qualification in Human Resource Management will be added as an advantage. Persal Certificate (introduction), Computer literacy in Microsoft Office suite (attach proof of computer). Excellent communication and good interpersonal skills. Ability to work independently and under pressure. Business writing skills. Must have knowledge of Persal, OSD and HR policies. Valid Driver's License.

**DUTIES** : Handle correspondence to and from GDF (GSSC) and personnel enquires. Perform Human Resource administration functions such as recruitment and selection, transfers, termination of service; leave Management, PILLIR, IOD, HR delegation (statistics) report, PMDS and filling all HR documents.

**ENQUIRIES APPLICATIONS** : AT Tsoke Tel No: (011) 247- 3321/ 0724029963  
 : All applications must be hand delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, and Coronationville or posted to Private Bag x116, Melville, 2109.

**NOTE** : State all your competencies, trainings and knowledge in your C.V. Certification stamp must not be over six months on the day of submitting the application. Driver's license and smart card must be copied both sides. Employment history must reflect the complete calendar date (e.g. 01 April 2017) on the C.V. The successful candidates will be subjected to positive results of the security clearance process (citizenship, criminal records and financial records) and the verification of educational qualifications certificates. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after closing date will not be considered.

**CLOSING DATE** : 26 June 2020

**POST 15/32** : **LIBRARY ASSISTANT REF NO: LSS/06/2020**

**SALARY CENTRE** : R173 703 per annum (plus benefits)  
 : Rahima Moosa Nursing College

- REQUIREMENTS** : Grade 12 or equivalent qualification with 3 years relevant experience in provision of library services or Diploma/Degree in Library Information Science with minimum 1-year experience in provision of library services. Have good knowledge of library systems: LIBWIN or URICA or SYMPHONY, circulation desk, cataloguing systems (DDC). Strong computer Literacy (Ms Word, PowerPoint, Excel). Knowledge of library policies. Good Communication (verbal & written), organisational and problem-solving skills. Ability to work under pressure. Valid code 10 (manual) driver's license.
- DUTIES** : Development and maintenance of systems for classification, cataloguing, indexing and circulation. Assistance with research activities at the campus for staff and students as needed. Help with student literature researches and sourcing required material. Dealing with telephonic queries. Management of use of the library photocopy machine, computer center, cyber library and study center. Circulation of journals and other relevant materials to staff members and students. Book processing and preparation: covering and attaching security measures. Book Shelving and check all books that need to be repaired. Capturing of recently acquired library material on the library system. Control of material not returned and collect fines. Assist with Selection and acquisition of appropriate material for the library. General library orientation of students and new staff members. Make library cards. Implementation of policy and procedure manual for the library. Assist with marketing of the library, including book exhibitions, open day, pamphlets and newsletter.
- ENQUIRIES** : Ms. J.K Mashabela Tel No: (011) 247- 3343
- APPLICATIONS** : delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, Coronationville, 2093, Human Resource Department.
- NOTE** : All applications must be submitted on Z83 form, certified copies of qualifications, curriculum vitae (CV) certified ID copy and drivers license.
- CLOSING DATE** : 26 June 2020

#### **DEPARTMENT OF SPORT, ARTS, CULTURE AND RECREATION**

- APPLICATIONS** : Applicants who experience difficulty in applying online can apply using Z83 form and attach CV and certified copies of qualifications, ID and E-mail to: SACR.Recruitment@gauteng.gov.za. Please note that due to a large number of applications expected, applications will therefore not be acknowledged in writing. Be assured that your applications are acknowledged with appreciation.
- FOR ATTENTION** : Mr. Jeffrey Gawe Tel No: (011) 355 2633
- CLOSING DATE** : 03 July 2020

#### **MANAGEMENT ECHELON**

- POST 15/33** : **CHIEF DIRECTOR: CORPORATE SERVICES REF NO: REFS/005270**  
(5- Year Performance Based Contract)  
Directorate: Corporate Services
- SALARY** : R1 251 183 – R1 495 956 per annum (all-inclusive remuneration package)
- CENTRE** : Johannesburg
- REQUIREMENTS** : An undergraduate qualification in General Management/Public Management /Human Resource Management (NQF Level 7) as recognized by SAQA. 5 years' experience in a strategic management environment at senior management Level in Corporate Service environment. A valid driver's license. Knowledge: Public Finance Management Act. Legal matters. Understanding of ICT and Human Resource. Understanding of Provincial Government Communication Strategy. Skills: Decision making. Management of projects. Analytic skills. Negotiation skills. Financial management. Strategic and operational. Planning and organizing. Problem solving. Conflict management. Verbal and written communication. Leadership. Computer literacy. Report writing. Relationship management.
- DUTIES** : Identify support and develop strategies that will promote improvement of Human Resource Management successfully. Effectively manage human resource Directorate. Interact with the relevant chief directors and directors, departments, public and private stakeholders regarding the improvement of Human Resource Management. Identify support and develop strategies that will promote improvement of Information Communication Management Services successfully. Manage the provision of legal advice services. Ensure goals and objectives of Communication Services are reached with quality service and economically. Formulate communication strategies. Determine the

most effective work procedures and methods to achieve the Directorate's goals and objectives. Monitor the implementation of office administration and facilities. Ensure effective allocation and utilization of resources of security, office administration and auxiliary services Directorate.

**ENQUIRIES  
NOTE**

: Mr. Jeffrey Gawe Tel No: (011) 355 2633  
: All short-listed candidates will be subjected to a technical exercise that intends to test relevant technical elements of the post. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The successful candidate will sign an annual performance agreement, complete a financial disclosure form and will also be required to undergo a security clearance.

**POST 15/34**

: **DIRECTOR: AUDIT AND RISK MANAGEMENT REF NO: REFS/005268**  
(5- Year Performance Based Contract)  
Directorate: Audit and Risk Management

**SALARY  
CENTRE  
REQUIREMENTS**

: R1 057 326 – R1 245 495 per annum (all-inclusive remuneration package)  
: Johannesburg  
: An undergraduate qualification in Risk Management/Audit Management/Financial Management/Financial Accounting (NQF level 7) as recognized by SAQA. Minimum of 5 years' experience at middle/senior management level in Risk Management/Audit Management/Financial Management/Financial Accounting. A valid driver's license. Knowledge: Public Financial Management Act; Public Service Act; Regulations and prescripts. Skills: Decision making. Management of projects. Technical Analytic skills. Negotiation skills. Financial management. Strategic and operational. Planning and organizing. Problem solving. Conflict management. Verbal and written communication. Leadership. Computer literacy. Report writing. Relationship management.

**DUTIES**

: Monitoring the development and implementation of Risk Management Policy, Management of Anti-corruption and Ethics Management, Ensure Implementation of the Fraud and Prevention plan. Manage the development and implementation of the Risk Management implementation plan. Manage the Coordination and facilitation of internal and external audit process. Oversee the implementation of business continuity plan.

**ENQUIRIES  
NOTE**

: Mr. Jeffrey Gawe, Tel No: (011) 355 2633  
: All short-listed candidates will be subjected to a technical exercise that intends to test relevant technical elements of the post. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The successful candidate will sign an annual performance agreement, complete a financial disclosure form and will also be required to undergo a security clearance

**POST 15/35**

: **DIRECTOR: CREATIVE INDUSTRIES REF NO: REFS/005269**  
(5- Year Performance-Based Contract)  
Directorate: Creative Industries

**SALARY  
CENTRE  
REQUIREMENTS**

: R1 057 326 – R1 245 495 per annum (all-inclusive remuneration package)  
: Johannesburg  
: An undergraduate qualification in Arts and Creative Industries (NQF level 7) as recognized by SAQA. Minimum of 5 years of experience at middle/senior management level in the Creative Industries environment. A valid driver's license. Knowledge: Public Finance Management Act. Applicable Legislations and prescripts. Skills: Organizing, Ability to operate computer (both hardware and software), Problem solving, Interpersonal relationship, Conflict resolution, Project management, Policy analysis and development, Policy/objectives formulation, Budgeting, Research, Analytical thinking, Facilitation, Ability to relate different matters which have common denominators.

**DUTIES**

: Compilation of the strategic plan, APP and Business plans for the Unit and implementation of the workplans. Identify possible gaps within Directorate in terms of required policies, address such gaps, regularly review existing policies and ensure effective implementation of policies. Ensure that the liaison activities of the Directorate are with the correct internal and external

stakeholders, will effectively address the goals and objectives of the Directorate and Department, and is in line with existing Departmental policies. Execute commitments concerning public appearances, ensuring that it is aligned with the goals and objectives of the Department, and in line with existing Departmental policies. Render correct advice when required. Determine the most effective work procedures and methods to achieve the directorate's goals and objectives. Co-ordinate, facilitate and control the compilation of the budget of the Directorate in accordance with the PFMA. Ensure the effective allocation of resources within the Directorate and control the utilization of resources. Ensure that all components within the Directorate adhere to the approved budget of the Directorate and manage and control expenditure, theft and losses. Exercise control over all functions and personnel under the management of the Director in order to determine if organizational goals are achieved and taking corrective actions if deemed necessary. The effective provisioning and utilization of personnel by means of effective resource utilization and the application of fair labour practices in order to achieve organizational goals. Represent the department in committees. Manage the implementation of the risk management strategy within the unit.

**ENQUIRIES  
NOTE**

: Mr. Jeffrey Gawe Tel No: (011) 355 2633  
 : All short-listed candidates will be subjected to a technical exercise that intends to test relevant technical elements of the post. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The successful candidate will sign an annual performance agreement, complete a financial disclosure form and will also be required to undergo a security clearance.

**POST 15/36**

: **DIRECTOR: NORTH CORRIDOR REF NO: REFS/005271**  
 (5- Year Performance Based Contract)  
 Directorate: North Corridor

**SALARY  
CENTRE  
REQUIREMENTS**

: R1 057 326 – R1 245 495 per annum (all-inclusive remuneration package)  
 : Johannesburg  
 : An undergraduate qualification in Public Management/BA Degree/B. Comm / Degree in Business Management (NQF level 7) as recognized by SAQA. Minimum of 5 years of experience at middle/senior management level in operations management environment, coordination and facilitation, implementation and monitoring of programmes at community level, as well as stakeholder management and communication. A valid driver's License. Knowledge: Detailed understanding of operations management, Social Cohesion and Nation Building and Inter-Governmental Relations. Knowledge of wide range of work procedures and or processes such as Public Sector operations, Strategy Partnerships, IDP processes, Service Delivery Models, Drafting of service level agreements (SLA), Memorandum of understanding (MOU). Skills: Decision making. Leadership. Negotiations. Financial management. Planning and organizing. People management. Problem and conflict management. Stakeholder management. Verbal and written communication. Report writing. Relationship management. People management. Project management. Financial management. Report writing. Planning. Monitoring.

**DUTIES**

: Manage the implementation of sport development and talent identification and sport and community recreation programmes Implementation of school sport, arts and culture programmes. Manage activities that promote social cohesion and stakeholder liaison and technical inter-governmental relations in the Corridor. Provide regular reports to line and strategic managers. Monitor heritage and museums structures.

**ENQUIRIES  
NOTE**

: Mr. Jeffrey Gawe Tel No: (011) 355 2633  
 : All short-listed candidates will be subjected to a technical exercise that intends to test relevant technical elements of the post. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The successful candidate will sign an annual performance agreement, complete a financial disclosure form and will also be required to undergo a security clearance.

- POST 15/37** : **DIRECTOR: WEST CORRIDOR REF NO: REFS/005272**  
(5- Year Performance-Based Contract)  
Directorate: West Corridor
- SALARY** : R1 057 326 – R1 245 495 per annum (all-inclusive remuneration package)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : An undergraduate qualification in Public Management BA Degree B.Comm/Degree in Business Management (NQF level 7) as recognized by SAQA. Minimum of 5 years' experience at middle/senior management level in operations management environment, coordination and facilitation. Implementation and monitoring of programmes at community level as well as stakeholder management and communication. A valid driver's License. Knowledge: Detailed understanding of Operations Management, Social Cohesion and Nation Building and Inter-Governmental Relations. Knowledge of wide range of work procedures and or processes such as Public Sector operations, Strategy Partnerships, IDP processes, Service Delivery Models, Drafting of service level agreements (SLA), Memorandum of understanding (MOU). Skills: Decision making. Leadership. Negotiations. Financial management. Planning and organizing. People management. Problem and conflict management. Stakeholder management. Verbal and written communication. Report writing. Relationship management. People management. Project management. Financial management. Report writing. Planning. Monitoring.
- DUTIES** : Manage the implementation of sport development and talent identification and sport and community recreation programmes Implementation of school sport, arts and culture programmes. Manage activities that promote social cohesion and stakeholder liaison and technical inter-governmental relations in the Corridor. Provide regular reports to line and strategic managers. Monitor heritage and museums structures.
- ENQUIRIES** : Mr. Jeffrey Gawe Tel No: (011) 355 2633  
**NOTE** : All short-listed candidates will be subjected to a technical exercise that intends to test relevant technical elements of the post. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The successful candidate will sign an annual performance agreement, complete a financial disclosure form and will also be required to undergo a security clearance.
- POST 15/38** : **DIRECTOR: HUMAN CAPITAL MANAGEMENT REF NO: REFS/005273**  
(5- Year Performance-Based Contract)  
Directorate: Human Capital Management
- SALARY** : R1 057 326 – R1 245 495 per annum (all-inclusive remuneration package).  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : An undergraduate qualification in Human Resource Management/Business Management (NQF level 7) as recognized by SAQA. Minimum of 5 years' experience at middle/senior management level in Human Resource Management. A valid driver's license. Knowledge: Public Financial Management Act; Public Service Act; Regulations and prescripts. Skills: Decision making. Management of projects. Technical Analytic skills. Negotiation skills. Financial management. Strategic and operational. Planning and organizing. Problem solving. Conflict management. Verbal and written communication. Leadership. Computer literacy. Report writing. Relationship management.
- DUTIES** : Develop and implement policies, procedures and guidelines to ensure effective and compliance HRM, HRD, EHWP and ER processes. Monitor organizational functionality and effective changes where necessary. Render advice to management on HIV/AIDS and EAP trends within the Department. Develop, implement and coordinate employee wellness programs including HIV/AIDS. Implement capacity development programs including induction and orientation program. Effective co-ordination and implementation of performance management system. Implement learnership and internship program. Develop and implement Human Resource Delegations. Develop an effective retention strategy. Manage the organizational design of the Department.
- ENQUIRIES** : Mr. Jeffrey Gawe Tel No: (011) 355 2633

**NOTE** : All short-listed candidates will be subjected to a technical exercise that intends to test relevant technical elements of the post. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The successful candidate will sign an annual performance agreement, complete a financial disclosure form and will also be required to undergo a security clearance.

**POST 15/39** : **DIRECTOR: INFRASTRUCTURE DEVELOPMENT REF NO: REFS/005274**  
(5- Year Performance Based Contract)  
Directorate: Infrastructure Development

**SALARY** : R1 057 326 – R1 245 495 per annum (all-inclusive remuneration package).  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : An undergraduate qualification in Built Environment (NQF Level 7) as recognized by SAQA. 5 years' experience at a middle/senior management in Infrastructure Management and Project Management environment. A valid driver's license. Knowledge: Construction Industry Development Board Act of 2000 and Regulations; All best Practices Guides issued by the Construction Industry Development Board; Council for Built Environment Act of 2000; PFMA /DoRA/Treasury Regulations/Practice Notes/Instructions/Circulars; Provincial / Departmental Supply Chain Management Policies; Promotion of Access to Information Act (PAIA); Promotion of Administration Act (PAJA); National Building Standards Act and Regulations; Occupational Health and Safety Act and Regulations; Expanded Public Works Programme; Broad based Black Empowerment Act; Preferential Procurement Act and Regulations; Government Immovable Asset Management Act; Public Service Act and Regulations; Labour Relations Act. Skills: Decision making; Management of projects; Analytic skills; Negotiation skills; Financial management; Strategic and operational; Planning and organizing; Problem solving; Conflict management; Verbal and written communication. Leadership; Computer literacy; Report writing. Relationship management.

**DUTIES** : Direct the customization of national policies, norms and standards for infrastructure. Manage the application of costs norms in terms of infrastructure projects. Direct and improve infrastructure plans and inputs to the Provincial Infrastructure Plan; Departmental Strategic Plan; Annual Performance Plan and Annual Report. Direct integrated and seamless planning between commissioning of buildings and associated equipments. Review the Medium Term, Annual and Adjustment Budgets including motivations for roll overs and direct finalized submissions. Direct land identification, acquisition and appropriateness including provision of services. Manage the provision of special data, information and maps. Direct and approve the infrastructure Programme Management Plan which includes the delivery management procurement strategy, construction procurement strategy and plan. Review and sign off the Infrastructure Programme Implementation Plan. Direct regular site visits and monthly progress reports. Manage condition assessments of provincial and budgets through GDID. Direct implementation of OHS at all provincial owned infrastructure. Effective management of purchase orders, payments and authorization in line with delegations. Direct the implementation of monitoring over Municipalities in terms of the maintenance of infrastructure. Direct the needs and allocation of professional built environment services to different sub-directorates. Manage professional architectural, quantity surveying and engineering services. Manage the spending of the infrastructure grant (ECD grant) to achieve value for money. Manage the infrastructure grant budget to support the realization of Departmental services. Use of funds in Directorate effectively, efficiently and in compliance with Public Finance Management Act. Undertake planning for future human resources needs. Manage performance and development. Establish and maintain effective and efficient communication arrangements. Develop and implement the operational plan.

**ENQUIRIES** : Mr. Jeffrey Gawe Tel No: (011) 355 2633

**NOTE** : All short-listed candidates will be subjected to a technical exercise that intends to test relevant technical elements of the post. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The



successful candidate will sign an annual performance agreement, complete a financial disclosure form and will also be required to undergo a security clearance.

- POST 15/40** : **DIRECTOR: MANAGEMENT ACCOUNTING REF NO: REFS/005275**  
(5- Year Performance Based Contract)  
Directorate: Management Accounting
- SALARY CENTRE REQUIREMENTS** : R1 057 326 – R1 245 495 per annum (all-inclusive remuneration package)  
: Johannesburg  
: An undergraduate qualification in Cost and Management/Accounting Management/Financial Management (NQF level 7) as recognized by SAQA. Minimum of 5 years of experience at a middle/senior management level in the Management Accounting environment. A valid driver's License. Knowledge: Public Finance Management Act. National Treasury and Provincial Treasury Instructions. Sound knowledge of Budget formulation. Revenue and Expenditure management and control. Cash Flow management. Knowledge of written and verbal communication. Skills: Problem solving. Decision making. Communication and presentation skills. Interpersonal relations. Computer literacy. Confidence. Assertiveness.
- DUTIES** : The incumbent will be responsible for management accounting associated Medium Term Expenditure Committee (MTEC) process. Revenue and Expenditure management and control for the entire Vote. IYM and Cash Flow reporting. Prepare the Appropriation Statement inputs into the Annual Financial Statements. Coordinate budget adjustment and MTEF input from Programmes (Sub- Programmes and Corridors). Prepare and undertake regular budget bilateral meetings with programmes. Responsible for initial review of monthly variance reporting. Assist with compilation and distribution of monthly management accounts report. Coordinate monthly expenditure meetings with programme managers and keeping minutes. Manage and drive audit processes with the external auditor. Develop quarterly reports for oversight committees. Management of expenditure planning and forecasting. Responsible for integrity of budgeting data and reports. Oversee the capturing of budget data and maintenance of database. Ensure that reporting deadlines are observed regularly and enhance the quality of monthly reports sent to the Provincial Treasury. Establish filing systems. Staff supervision, training and development. Establish culture of professionalism and good working ethics in the Management of the Directorate.
- ENQUIRIES NOTE** : Mr. Jeffrey Gawe Tel No: (011) 355 2633  
: All short-listed candidates will be subjected to a technical exercise that intends to test relevant technical elements of the post. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The successful candidate will sign an annual performance agreement, complete a financial disclosure form and will also be required to undergo a security clearance.

#### OTHER POSTS

- POST 15/41** : **DEPUTY DIRECTOR: LIBRARY ICT AND SYSTEMS: PROVINCIAL LIBRARY AND INFORMATION SERVICES REF NO: REFS/005262**  
(1-Year Contract)  
Directorate: Library Information and Archives Services
- SALARY CENTRE REQUIREMENTS** : R733 257 per annum (all-inclusive package)  
: Johannesburg  
: The successful candidate should have Grade 12 certificate and an appropriate bachelor's degree or National Diploma in IT or equivalent qualification. 3-5-year experience in IT or project management position coupled with ITIL/COBIT qualification. A valid driver's license Knowledge: PFMA, Legislation, and prescripts. Skills: Decision Making, Management of project, Technical Analysis, Negotiation, Financial management, Strategic and operational. Planning and organizing. Policy analysis and development; Planning and Organizing; Communication; Computer literacy; verbal and written communication, analytical thinking.

**DUTIES** : Overseeing an ongoing development and improvement of ICT Infrastructure in all libraries working with Municipal ICT. To provide stable and fast internet connectivity for both the library user and staff. To advise on the direction of key electronic resources including website and information database for libraries. To oversee ICT support on infrastructure development, system support and maintenance of the Provincial Library, Regions and Resource Centre working with Municipal ICT Security and improve access. Maintain and develop a modern, cost effective, stable, and secure ICT Infrastructure. Review and manage information processes resolve gaps. Oversee induction training, to users. Ensure effective, effective and reliable internet connectivity in the Libraries. Assist in risk management as well as asset management of LIS ICT. Submit monthly, quarterly and progress reports. Perform other related duties incidental to the work described herein or as instructed by the CIO. Coordinate and participate in the ICT Libraries Form.

**ENQUIRIES** : Ms. Christinah Molubi Tel No: (011) 355 2606

**POST 15/42** : **DEPUTY DIRECTOR: PROCUREMENT REF NO: REFS/005265**  
Directorate: Museums & Monument Services

**SALARY** : R733 257 per annum (all-inclusive package)  
**CENTRE** : Johannesburg

**REQUIREMENTS** : A recognized undergraduate qualification/Bachelor's degree/ National Diploma in Purchasing Management/Public Management/ Business Administration/ Logistics Management/Supply Chain Management or equivalent qualification. At least 3-5 years' work experience in Supply Chain Management/Procurement (Demand, Acquisition and Contracts and Risk & Supplier Performance). Thorough knowledge and understanding of procurement-related legislation including; Public Finance Management Act; Framework for Supply Chain Management; Framework for Minimum Training and Deployment; Code of Conduct for Supply Chain Management Practitioners; Treasury Regulations; Preferential Procurement Policy Framework Act; Broad Based Black Economic Empowerment Act, State Information Technology Act; Public Service Act; Public Service Regulations, Promotion of Access to Information Act; government procurement systems and processes Understanding and interpretation of applicable systems and Central Supplier Database (CSD). Ability to coordinate and manage the Bid committee meetings. This position requires a dynamic individual with practical expertise in supply chain management, strategic sourcing and reporting. Further skills and competency requirements relate to strategic capability and leadership, problem solving and analysis, technical proficiency, quality management, communication, people management and empowerment. The incumbent must be service delivery orientated, customer focused, maintain high integrity and be able to perform in a team environment. Candidates must be willing to travel, work irregular hours and be committed to meet deadlines within a tight timeframe. A valid driver's license and willingness to travel. Required Skills: Management skills; Analytical thinking; Language proficiency; Report writing skills; Numeracy; Research skills; Organizing and planning; Computer literacy; Advanced interpersonal and diplomacy skills; Decision making; Project management skills; Effective communication; Report writing, Interpersonal relations. Personal Attributes: Innovative; Creative; Resourceful; Energetic; Helpful; Ability to work effectively and efficiently under sustained pressure; Ability to meet tight deadlines; Ability to communicate at all levels; People orientated; Trustworthy/Reliable; Assertive; Hard working; Highly motivated; Ability to work independently; Ability to work under stressful situations.

**DUTIES** : Ensure compliance in terms of Supply Chain Management processes and procedures. Implement the departmental supply chain strategy in terms of Demand, Acquisition and contract management, SCM Risk and Supplier Performance. Oversee, coordinate, and advise on the process of drafting specifications/terms of reference and special condition of contract; Compile a procurement plan. Manage and control the acquisition function in relation to goods and services and Assets: Oversee the utilization of the Central supplier Database in the bid/quotation processes; Control and oversee a compliant execution of the bid/quotation processes; Ensure that integrity of all procurement functions is maintained; Manage the establishment of the bid specification, bid evaluation and bid adjudication committees; Oversee the proper functioning of the committees; Report on the performance of the committees; Manage contracts by ensuring supplier compliance and

performance is monitored, managed and reported for corrective measures. Establish and manage service level agreements with service providers. Design and implement measures to eliminate fraud and corruption within SCM processes. Provide progress to the end user regarding the submitted requests for goods, services and assets. Supervise and lead a team that renders demand acquisition, contracts, and risk and performance management. Conduct needs analysis develop Annual Procurement Plan and submit to National Treasury and monitor projects as approved on the plan. Compile and update bid register, compile tender (bid) documents in consultation with the Bid Committees, publication of specifications, receive bids and details of the awards. Advise the Department on SCM Matters, develop, implement and maintain policies. Provide secretarial support to bid committees and ensure minutes are timely distributed. Prepare management reports and safe keeping of all Supply Chain Management information and documents for records and audit purposes. Respond to and resolve audit queries. Monitor the development of museums in the Province. Liaise with Academic institutions on museum development. Monitor and ensure adherence to policies. Develop and manage museum systems. Manage and provide advice on exhibitions in museums.

**ENQUIRIES**

: Ms. Vivien Khanye Tel No: (011) 355 2720